



Department of the Treasury
Division of Purchase and Property

NJSTART

Quick Reference Guide:
Adding and Maintaining Users on a Vendor
Account



Once you have established an organization profile in NJSTART, you control how many users have access to perform administrative functions. Additional users can be set up to perform transactional functions, like submitting proposals, or receiving Purchase Orders. (Remember: the transactional portion of your profile will not be used until later in 2014.)

To get started, follow the steps below.

1.0 Navigate to NJSTART

To add a user for access to your organization's NJSTART profile, navigate to <https://www.njstart.gov/>. This will take you to the following welcome page:

Welcome To

NJSTART

the State of New Jersey's new eProcurement system!
NJSTART will put the power to do business with the State into your hands. To get your business "NJSTARTed", please click on the "Register" link below.

For more information, please visit the [Division of Purchase and Property's website](#).

Passwords must be a minimum of 6 and a maximum of 8 characters,
alphanumeric (must contain at least one letter and at least one number) and
no special characters

[Register](#)
Register here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to registering.

[Complete Registration](#)
Complete registration here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to completing registration.

[Registered Vendor Search](#)
Search for registered vendors.

[Open Opportunities](#)
Coming Soon.

[Active Contracts](#)
Coming Soon.

[Contract and Opportunity Search](#)
Coming Soon.

Login ID:

Password:

Login

[Forgot your password?](#)

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Log in at the welcome page, using the ID and password created by your organization during the registration process. Share your passwords only with users within your organization that you would grant access to your system profile.

NOTE: The first time you login, NJSTART will prompt you to reset your password. For security purposes, this will only occur upon your initial log in. After you reset your password, you will be taken to your home screen.

If you have forgotten your password, you may click on the Forgot your password link at the bottom of the screen and follow the instructions.

In case you have questions regarding the registration process at any point, you may contact the Vendor Administrators at the State.

Phone	Email
609-341-3500	njstart@treas.state.nj.us

2.0 Verify that you have Seller Administrator privileges

You should see the screen below. If you do, then proceed to step 3.0.

Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

March 9, 2014 9:59:22 PM EDT

Home | Org Maintenance | User Maintenance | Add User

Rachel Johnson

Maintenance Home Page for: Rachel Inc

General Alerts

Maintain Organization Information

This section is used for maintaining organization information.

Maintain Users on this Account

This section is used to maintain users for the organization.

Add Users on this Account

This section is used to add users to the organization.

Add Associated Organization

This section is used for adding an organization with the same Tax ID.

If you do not see the screen above, make sure you are in your Seller Administrator role (found in the top right hand corner of your screen). If you do not have Seller Admin privileges, you must request those rights from your organization's Seller Admin.



3.0 Click on Add Users on this Account

After you click on Add Users on this Account, you will see the screen shown below.

New Vendor User for Rachel Inc

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Phone*: - Email*:

Login ID*: Status*:

New Password*: Confirm Password*:

Login Question*: Login Answer*:

Roles

☐ Seller

☐ Seller Administrator ☐ Can Upload Contract

You must complete all required fields and select at least one role (see definitions below) before you Save & Exit.

NOTE: Once you have created the Login ID, it cannot be edited. If you need to change the Login ID, then you should inactivate the incorrect account and create another account to correct the error.

3.1. Roles

- Seller
 - The Seller role serves as the transactional role and should be given to users who will do one or more of the following:
 - View and respond to contract opportunities (including creating Quote Documents);
 - View Purchase Orders or any Change Orders; and
 - Enter Invoices.
 - This role will not be used until the second phase of the project.
- Seller Administrator



- The Seller Administrator role serves as the administrator of the organization's information including the following:
 - Maintain addresses, commodity codes, and other organization information;
 - Adding and maintaining additional users; and
 - Adding Doing Business As (DBA) organizations if applicable.

4.0 Click on Maintain Users on this Account

Once you have clicked on the Maintain Users on this Account icon, you will see a screen similar to the one below.

User Maintenance for: Rachel Inc

Search Using:

ALL of the criteria ▼

Search Fields:

First Name

Last Name

Login ID

Status

User Role

Seller
Seller Administrator

Browse by:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

Find It

Clear

Add User

Login ID	First Name	Last Name	Status	Role(s)
ANOBLES	Audrey	Nobles	Active	Seller Seller Administrator
JANEVENDOR	Jane	Doe	Inactive	Seller
RACHELINC	Rachel	Johnson	Active	Seller Seller Administrator

Add User

Exit

Select the user whose profile you wish to edit/change by clicking on their user ID in the left hand column.



You will see their profile information that can be edited, which includes all information except the Login ID (cannot be changed.)

User Maintenance: Audrey Nobles - Rachel Inc

Salutation	<input type="text"/>			
First Name*	<input type="text" value="Audrey"/>	Last Name*	<input type="text" value="Nobles"/>	
Job Title*	<input type="text" value="BA"/>	Department	<input type="text"/>	
Phone*	<input type="text" value="555"/> <input type="text" value="555"/> <input type="text" value="5555"/> - <input type="text"/>	Email*	<input type="text" value="test@test.com"/>	
Login ID	<input type="text" value="ANOBLES"/>			
New Password*	<input type="password" value="*****"/>	Status*	<input type="text" value="Active"/>	
		Confirm Password*	<input type="password" value="*****"/>	
Login Question*	<input type="text" value="What is your favorite food?"/>		Login Answer*	<input type="text" value="ice cream"/>

Roles

☒ Seller
☒ Seller Administrator ☐ Can Upload Contract

Once you have made any edits/changes, click on Save & Exit to save your changes and return to the user maintenance page.